Adoption

Process Description Document
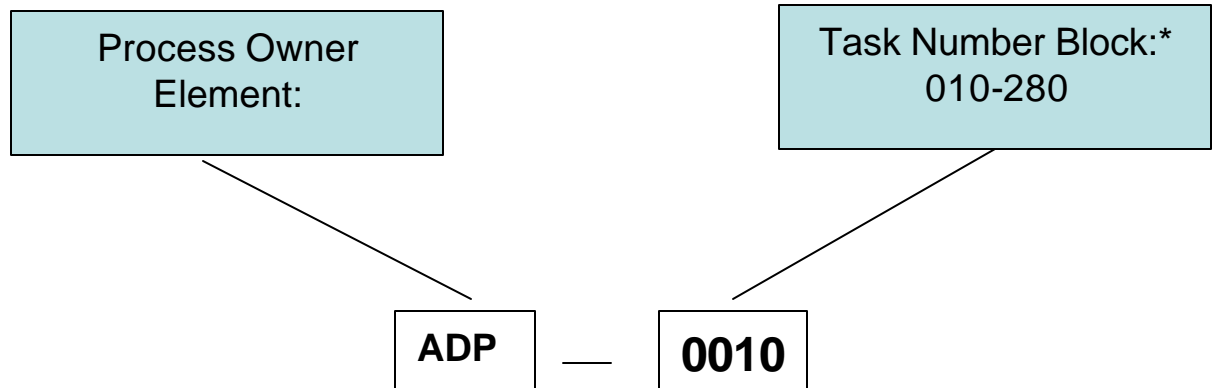
Prepared by:

Department of Children's Services
Office of Information Systems

Process Element Definitions

Task: A unit of work to be completed that is part of the overall process.

Task naming convention:

Process Owner Element:	Task Number Block:* 010-280

ADP	—	**0010**

Task Owner: Indicates the person/group that is responsible for performing the task.

Participants: Individuals and organizations that are actively involved in the process/task, or whose interests may be positively or negatively affected as a result of process execution or process completion.

Inputs: Entry information used specifically to assist in accomplishing the task for which it is aligned. The same input might be applied to multiple tasks.

Performance Metric: A quantitative measurement to assess the task's success.

Performance Steps: The series of steps necessary to accomplish the given task in such manner that it meets the performance metric provided.

Outputs/Deliverables: The deliverables produced from performing the given task using the input information, standard and performance steps to accomplish the outcome. An output might feed several inputs.

*Note – Initial process flows should increment the numbering between steps by 10s. This will allow for additional steps to be inserted in the future without affecting the entire process narrative and flow.

Process Description

Process Name: **Adoption**

Process Manager: Elizabeth Black; CS Executive Director 2
           Office of Permanency

Process Description: The Adoption process occurs when a child is in the custody of
           The Department of Children Services and the primary or
           secondary permanency goal is Adoption. The process includes
           the task from the point of the decision, establishing adoption
           assistance, selecting a family, and termination of parental rights.

Sub Processes: Out of Home Services

Interfaces w/ other processes: Child Placement Process, Resource Family Recruitment Process
           (Child Specific Recruitment), ICPC Process, TPR Process

Process Participants: Family Service Worker

           Team Leader/Coordinator
           CFTM Members
           Permanency Specialist
           DCS Attorney
           ICPC Staff
           Licensure Staff
           Civil Court
           Juvenile Court

Associated Documentation: Bulletin 50, SS-94-22, December 30, 1994,
           Transracial/Transcultural Questionnaire Assessment for
           Transracial/Transcultural Parenting

           Bulletin 45, SS-6-95, December 28, 1995, "Revised/New
           Adoption Forms" Continuum of Child Needs

           Continuum of Child Needs

           DCS CASE MANAGEMENT GUIDE: A Tool for Navigating
           the Principles & Requirements of the Brian A. Settlement
           Agreement

Supporting Policy: Administrative Policies and Procedures: 15.1: Adoptive

Placement Considerations

Administrative Policies and Procedures: 15.2; Adoptive Placement Selection Committee

Administrative Policies and Procedures: 15.3: Surrender Of Parental Rights Of A Child To The Department of Children's Services

Administrative Policies and Procedures: 15.4: Clearing The Putative Father Registry

Administrative Policies and Procedures: 15.5: Registering and Maintaining Status of Children with REACT (Resource Exchange for Adoptable Children in Tennessee)

Administrative Policies and Procedures: 15.6: Registering and Maintaining Status of Adoptive Parent(s) With REACT (Resource Exchange for Adoptable Children in Tennessee)

Administrative Policies and Procedures: 15.7: Consent To Adoption Of Child Fourteen (14) Years Of Age Or Older

Administrative Policies and Procedures: 15.10: Adoption Assistance Agreements Created Prior To October, 1997

Administrative Policies and Procedures: 15.12: Deferred Adoption Assistance

Administrative Policies and Procedures: 15.13: Desired Characteristics of Adoptive Parents
Administrative Policies and Procedures: 15.14: Adoption Assistance Case File Contents

Administrative Policies and Procedures: 15.15: Determining Eligibility for Adoption Assistance

Administrative Policies and Procedures: 15.16: Non-Recurring Adoption Assistance

Administrative Policies and Procedures: 15.17: Adoption Assistance for Any Child in Out of Home Placement

Administrative Policies and Procedures: 15.18: Payments and Services Included in Adoption Assistance Agreements

Administrative Policies and Procedures: 16.29: Adoption, Foster and Kinship Care Board Rates

Administrative Policies and Procedures: 31.12-BA: Documenting Progress in Achieving Termination of Parental Rights and Adoptive Placement

TCA 36-1-101 - 142
TCA 36-1-102-(4)
TCA 36-1-111
TCA 36-1-113(d)(3)(A)
TCA 36-1-116(b)(13)(A)
TCA 36-1-117 (i)
TCA 36-201-206 et al
TCA 36-1-206
TCA 37-5-105
TCA 37-5-106
TCA 37-5-112

DCS Practice Model Standards – 2-102A
DCS Practice Model Standards – 2-104
DCS Practice Model Standard - 2-501
DCS Practice Model Standards – 2-600

Brian A. Settlement Agreement

CS-0091: Forms For Surrender In Tennessee Of Child To Tennessee Department Children's Services Or A Licensed Child Placing Agency By A Parent Or Guardian In Tennessee (Form 1000, HS-0091)

CS-0092: Form For Surrender of Child By Parent Or Guardian In Another State To The Tennessee Department of Children's Services Or A Tennessee Licensed Child Placing Agency (Form 1010, HS-0092)

CS-0093 Surrender of Child By Parent or Guardian Incarcerated in a State or Federal Penitentiary to the Tennessee Department of Children's Services or a Tennessee Licensed Child Placing Agency (Form 1020, HS-0093

CS-0094 Form For Surrender of Child By A Parent Or Guardian Residing Or Temporarily Residing In A Foreign Country To Tennessee Department of Children's Services Or A Licensed Child Placing Agency (Form 1030, HS-0094)

CS-0431 Monthly Family Financial Income and Expenditures

CS-0435: Request For Name and/or Address of Father Of Child Born Out-of-Wedlock

CS-0459: Adoption Assistance Renewal Affidavit

CS-0461: Adoption Assistance Agreement

CS-0493 Standard Claim Form

CS-0513 Adoption Assistance Agreements on or After October 1, 1997

CS-0540 Clothing Purchase Authorization

CS-0562 Request for Negotiated Board Rate

CS-0565 Daily Rate Child Placement Contract

CS-1125: Medical/Social History of Child's Family (Form 1050, HS-1125)

CS-2585: Consent To Adopt By Minor Who Is Fourteen (14) Years of Age or Older

CS-2586: Consent By Guardian Ad Litem To Adoption of Mentally Disabled Minor Who is Fourteen (14) Years or Older

Substitute W-9

Protocol for Adoption Placements

Making Adoptive Placements

Department of Children's Services In-State Certification/Verification of Birth or Death

Tennessee Department of Children's Services Out-Of State Certification/verification of Birth, Death, Marriage or Divorce

Certification of Completion of Legal Counseling related to Adoption Placement Decision by Parent(s)

Surrender of Child in TN Directly to Adoptive Parents by a Parent or Guardian

Appeal for Fair Hearing

Closed Adoption Records Face Sheet

Mailing & Acknowledging Case Records, Record Materials and Forms

Special or Extraordinary Board Rates Requests
Adoption Services Policies and Procedures Manual

Notice of Denial Termination, or Change in Adoption Assistance letter

ICAMA Forms

ChiPFinS Training Manual

NOTE: TPR can begin at any point in this process but must be completed prior to Adoption Finalization.

Task (ADP-010): CFTM Case Planning/On-going Assessment

Task Owner: Family Service Worker (FSW)

Participants: Family Service Worker, Team Leader, DCF Attorney, Permanency Specialist, Family, Child (if appropriate), Family and Child's support network, Resource Family, other CFTM members as appropriate.

Inputs: Family Service Worker has met with DCS Attorney to discuss adoption as an option.

Performance Steps:

1. Prior to the CFTM the Family Services Worker has:
   a. Met with Team Leader to discuss if adoption is an option for a child
   b. If it is an option Family Service Worker talks to DCS Attorney to see if there are grounds for TPR and Adoption.
   c. Family Service Worker makes referral to Permanency Specialist
   d. Permanency Specialist reviews case file, contacts Resource Family if appropriate.
2. Family Service Worker convenes Child and Family Team Meeting to discuss the goal of adoption and a decision needs to be made if adoption should become a permanency goal for child.
3. The focus of the CFTM is child safety, well-being and permanency.
4. The goal of the CFTM is to provide the "least restrictive – least intrusive" intervention.
5. Permanency Specialist will attend CFTM.
6. The members of the CFT review the Case Plan and On-going Assessment.
7. CFT identifies appropriate services for the child and family.
8. The Family Services Worker documents all contacts for scheduling the Child and Family Team Meeting.
9. Additional/potential relative resources are identified at this CFTM.
10. CFT develops Service Plan, which includes for example: referrals for services, tasks, persons responsible for tasks and time lines for task completion.
11. The Team Leader and Juvenile Court of Venue reviews and approves the permanency plan.
12. Family Services Worker notified the family of why a goal change is being considered IF the family is not present due to unforeseen circumstances at the CFT for ex: incarceration, out of state, unable to be found.
13. The purpose of the meeting is for the family to help plan for the child's transition and to participate in goal change strategies.
14. The CFT meeting is the opportunity for the family, and other team members to explore and plan for transition for the child in custody.

Outputs/Deliverables:

- Referral to Permanency Specialist

- Determination if Adoption will be a permanency goal for child.
- Permanency Plan updated
- Updated Assessment
- Decision to pursue TPR. (if appropriate)

Task (ADP-020): Permanency Goal includes Adoption

Task Owner: Family Service Worker

Participants: Family Service Worker, Team Leader, Permanency Specialist, Family, Child (if appropriate), Family and Child's Support Network, Child and Family Team Meeting Participates

Inputs: CFTM was convened and one of the outcomes was to add the Permanency goal to include adoption.

Performance Steps:

1. Child and Family Team Meeting was convened and a decision is made Adoption will be a permanency goal for child.
2. If Adoption is not included as a permanency goal the Permanency Specialist involvement ends

Outputs/Deliverables:

- Determination if Adoption will be a permanency goal for child.
- Permanency Specialist ends involvement.

Task (ADP-030): Is Adoption the sole goal?

Task Owner: Family Service Worker

Participants: Family Service Worker, Team Leader, Permanency Specialist, Family, Child, Family and Child's Support Network, Participants in Child and Family Team Meeting.

Inputs: Child and Family Team Meeting

Performance Metric: The Permanency Specialist has reviewed the case every 30 days to determine level of involvement if there is a concurrent goal of adoption.

Performance Steps:

1. If the sole goal is adoption the Adoption process occurs at the same time as the Out of home

Services process continues.

   a. Family Service Worker introduce concept of adoption to child.
   b. Family Service Worker and Permanency Specialist continue Lifebook work.
   c. Family Service Worker and Permanency Specialist determine if child needs Adoption Counseling.
   d. Permanency Specialist complete Adoption portion of the Lifebook.
   e. Permanency Specialist Reviews the case and determines what records are needed (i.e. birth records, medical records, etc.)
   f. Permanency Specialist writes Pre-Placement Presentation Summary.

2. If Adoption is the sole goal proceed to Task 060.
3. If adoption is not the sole goal then the following steps will be followed for concurrent planning
   a. Permanency Specialist reviews case to determine level of involvement and related tasks of Permanency Specialist. (Every 30 Days)
   b. Family Service Worker contact Resource Family to determine if they are interested in Adoption and assessing the families' ability to still work toward reunification (If they did not attend the CFTM) (Proceed to Task 060)
   c. If the Resource Family is not interested Family Service Worker and Permanency Specialist update the child's information for Resource Matching (Proceed to Task 070)
   d. Family Service Worker and Permanency Specialist continue to update child's Lifebook.
   e. Permanency Specialist and Family Services Worker review the case and determine what records are needed (i.e. birth records, medical records, etc.)
   f. Permanency Specialist advises FSW on services and information needs.
   g. Family Service Worker will continue to convene CFTM according to policy and procedures.
   h. Family Service Worker will continue to complete all the tasks outlined in the DCS Child and Family Process.

Outputs/Deliverables:

- CFTM is convened
- Updated Home study on Resource Family (If appropriate)
- Updated child information for resource matching
- Child Lifebook
- Pre-Placement Presentation Summary

Task (ADP-040): Concurrent Goal and Planning

Task Owner: Family Service Worker

Participants: Family Service Worker, Permanency Specialist, Resource Family, Family, Child, Other Resource as determined.

Inputs: CFTM decision was to add Adoption as a Concurrent goal.

Performance Steps:

1. If adoption is a goal but not the sole goal the Family Service Worker, Permanency Specialist, Child, Family, Resource Family and other members of the Child and Family Team will work the case plan with concurrent goals.
2. Refer to Out of Home Service Process.

Outputs/Deliverables:

- Out of Home Services Process continues and Adoption Process continues

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Task (ADP-050): Out of Home Services

Task Owner: Family Service Worker

Participants: Family Service Worker, Permanency Specialist, Resource Family, Family, Child, Other Resource as determined.

Inputs: CFTM decision was to add Adoption as a goal (Primary or Concurrent)

Performance Steps:

1. If the goal of adoption was added or changed as a part of the CFTM the Family Service Worker will continue to provide the services outlined in the Out of Home Services process.
2. See Out of Home Services Process

Outputs/Deliverables:

- Out of Home Services actives continue.

Task (ADP-060): Is Resource Family Interested in Adoption?

Task Owner: Family Service Worker

Participants: Family Service Worker, Permanency Specialist, Resource Family

Inputs: Child and Family Team Meeting determine Adoption will be included as a permanency goal.

Performance Steps:

1. Family Service Worker will contact the Resource Family to determine if they are interested in Adoption (if they did not attend CFTM)
2. If the Resource Family is not interest proceed to Task 070
3. If the Resource Family is interested the Permanency Specialist Updates the Resource Family home study

Outputs/Deliverables:

- Updated Home study on Resource Family

Task (ADP-070): Adoption Resource Matching

Task Owner: Family Service Worker

Participants: Family Service Worker, Permanency Specialist

Inputs: Resource Families' decision not to adopt child in their home

Performance Steps:

1. Family Service Worker and Permanency Specialist updates the child's information status for Resource Matching.
2. Permanency Specialist runs Resource Matching to try to locate potential adoptive families
3. Family Services worker talks to the child about the options that were identified through Resource Matching.
4. If there are no options from the local Resource Matching search or from the family and child the Permanency Specialist will check the National Registry.

Outputs/Deliverables:

- Potential Adoptive Families identified
- Child's information is updated
- National Registry checked (if appropriate)

Task (ADP-080): Were potential adoptive families identified?

Task Owner: Family Service Worker

Participants: Family Service Worker, Permanency Specialist

Inputs: Adoption Matching process

Performance Steps:

1. If potential adoptive families are not identified then go to Resource Family Recruitment Process (Child Specific) (Proceed to task 090)
2. Family Service Worker convenes specialized CFTM/ Permanency Review Team to identify Adoptive Placement. (Proceed to task 100)

Outputs/Deliverables:

- CFTM and Identification of potential resource families

Task (ADP-090): Resource Family Recruitment Process (Child Specific)

Task Owner: Family Service Worker

Participants: Family Service Worker, Permanency Specialist, Resource Family, Family, Child, Placement Services Division, Other Resource as determined.

Inputs: A potential home for the child was not identified.

Performance Steps:

1. Family Service Worker and Permanency Specialist continue to ask the child, family and relatives about potential adoption resources.
2. Refer to Resource Family Recruitment Process

Outputs/Deliverables:

- Child Specific Recruitment

Task (ADP-100): CFTM Case Planning/On-going Assessment

Task Owner: Family Service Worker

Participants: Family Service Worker, Permanency Specialist, Team Leaders, Team Coordinators, Other participants as required.

Inputs: Results from Resource Matching and recruitment efforts.

Performance Steps:

1. Family Service Worker will convene a specialized CFTM (Permanency Review Team) to identify potential families for adopting the child or sibling group.
2. Permanency Review Team will determine which families to approach for adoption for child. (Refer to policy # 15.2)
3. Family Service Worker will arrange a CFTM to discuss the best suited three (3) families with the team and identify which one to approach on adoption
4. The focus of the CFTM is child safety, well-being and permanency.
5. The goal of the CFTM is to provide the "least restrictive – least intrusive" intervention.
6. Permanency Specialist will attend CFTM.
7. The members of the CFT review the Case Plan and On-going Assessment.
8. CFT identifies appropriate services for the child and family.
9. The Family Services Worker documents all contacts for scheduling the Child and Family Team Meeting.
10. Additional/potential relative resources are identified at this CFTM.
11. CFT develops Service Plan, which includes for example: referrals for services, tasks, persons responsible for tasks and time lines for task completion

Outputs/Deliverables:

- Potential Families are identified

Task (ADP-110): Is option in state?

Task Owner: Permanency Specialist

Participants: Permanency Specialist, ICPC Staff, Family Service Worker

Inputs: Determination if selected resource family is in state or out of state.

Performance Steps:

1. If the selected resource family is in state proceed to Task 130
2. If the selected resource family is out of state proceed to Task 120

Outputs/Deliverables:

- Determination if resource family is in state or in another state.

Task (ADP-120): ICPC

Task Owner: Permanency Specialist

Participants: Permanency Specialist, ICPC Staff, Family Service Worker

Inputs: Determination if selected resource family is in state or out of state.

Performance Steps:

1. If the select family is out of state the Permanency Specialist will make preliminary contact with the selected family to determine level of interest in pursuing adoption. If the selected resource family is out of state the Permanency Specialist completes ICA form (Makes three copies of everything).
2. Refer ICPC Business Process TN Sending
3. Proceed with Task 130

Outputs/Deliverables:

- ICA referral.

Task (ADP-130): Family Service Worker presents child to identified adoption resource family

Task Owner: Permanency Specialist

Participants: Family Service Worker, Permanency Specialist, Identified Resource Families

Inputs: Identified resource families

Performance Steps:

1. Based on the Permanency Review Team Meeting identified resource families was identified
2. Family Service Worker presents the child's information to the identified resource families to determine if they are interested

Outputs/Deliverables:

- Child information presented to identified resource family.

Task (ADP-140): Interested?

Task Owner: Family Service Worker

Participants: Family Service Worker, Permanency Specialist, Resource Family

Inputs: Family Service Worker has presented child's information to identified resource families

Performance Metric: Identified Resource Family has responded in a minimum of 24 hours of reviewing Presentation Documentation and Lifebook to decide if they want to proceed.

Performance Steps:

1. If the families is not interested return to Task 070
2. If a family is interested Family Service Worker schedule meeting with identified resource family.
3. Family Service Worker provides resource family with Presentation documentation / Lifebook. Family has a minimum of 24 hours to decide.
4. If the Resource Family is not interested after the first meeting the Family Service Worker will return to Task 070
5. If the Resource Family is still interested the Family Service Worker schedules second meeting.

Outputs/Deliverables:

- Presentation Documentation
- Lifebook
- Resource Family determines if they are interested

Task (ADP-150): Family Service Worker schedules meeting/visitation and facilitates

Task Owner: Family Service Worker

Participants: Family Service Worker, Permanency Specialist, Resource Family, Child, Attorney

Inputs: Resource Family wants to pursue adoption.

Performance Metric: Family Service Worker has scheduled meetings and visitations with child and resource family.

Performance Steps:

1. Family Service Worker with Permanency Specialist reviews Home Work and answer questions, set-up visitation schedule, and family brings photo album or scrapbook.
2. If the family is not interested in pursuing adoption return to Task 070
3. Family Service Worker and Permanency Specialist visits child to present resource family information and discuss visitation schedule.
4. Family Service Worker and Permanency Specialist monitor visitation between resource family and

child.

5. Family Services Worker places child with resource family if they are not already placed in the home as a foster child.
6. Permanency Specialist helps the resource family identify attorney.
7. Permanency Specialist obtains Attorney fee letter and approval.
8. Family Service Worker monitors for 6 months
9. If Child is placed in contract agency home service provider will make monthly visits to resource family and report to DCS any issues any issues that are un-resolvable.
10. DCS Home: DCS will monitor the placement in the Resource home

Outputs/Deliverables:

- Homework
- Family photo album or scrapbook
- Visitation Schedule Established
- Attorney Identified
- Attorney fee letter
- DCS will receive or do a monthly report regarding the progress in the home either by contract agency.

Task (ADP-160): Family signs Intent to Adopt and Application for Adoption Assistance Eligibility.

Task Owner: Permanency Specialist

Participants: Permanency Specialist, Family Service Worker, Resource Family

Inputs: Family has been identified and wishes to adoption the child.

Performance Steps:

1. Permanency Specialist prepares Intent to Adopt and Application for Adoption Assistance for signature of all parties.
2. Resource Family completed the Intent to Adopt and Application for Adoption Assistance and signs application.
3. Permanency Specialist applies for SSI for the child if they are not already receiving payment with DCS as the payee.
4. Permanency Specialist opens Adoption case under child's new identify.

Outputs/Deliverables:

- Intent to Adopt and Application for Adoption Assistance is completed and signed

- Application for SSI
- Adoption Assistance case opened.

Task (ADP-170): Determine Adoption Assistance Eligibility

Task Owner: Permanency Specialist

Participants: Team Leader/Designee, Team Coordinator Permanency Specialist, Regional Administrator, Private Provider

Inputs: Intent to Adopt and Application for Adoption Assistance has been completed and signed by all parties.

Performance Steps:

1. Permanency Specialist gathers documentation to support the eligibility determination for Adoption Assistance and level if eligible. (This Performance Step will take place if it is the Current Resource family, Kinship Care or a Resource family located through adoption matching process)
2. Permanency Specialist reviews the Intent to Adopt and Application for Adoption Assistance and all the supporting documentation to determine if the child is eligible for adoption assistance and if so if it will be Federal IV-E or State Funds.
3. In order for a child to be eligible for Adoption Assistance the child must meet the following guidelines:
   a. There must be proof that the child cannot be placed with adoptive parents without providing adoption assistance under this section;
   b. The child must have been in the custody or guardianship of the Department of Children's Services (DCS) and/or a TN Licensed Child Placing Agency immediately prior to the initiation of the adoption proceedings;
   c. The child must be under the age of eighteen (18);
   d. The child must be legally free for adoption;
   e. The child meets the criteria for special needs.
4. One or more of the following factors or conditions must exist which classify the child as being a child with "special needs":
   a. The child is a part of a sibling group of two (2) or more children who are placed together in one family, at the same time, for the purpose of adoption. This criteria also extends to a child adopted in the future who will be joining a biological sibling group;
   b. The child is of minority heritage, age 2 years or over;
   c. The child is Caucasian, age 9 or over;
   d. The child's life experiences include three (3) or more years in Tennessee DCS state custody;
   e. The child's life experiences include neglect, physical abuse and or sexual abuse which rises to the level of severe abuse as defined by Tennessee Code Annotated (TCA) 37-1-102 (21) and as indicated by DCS or adjudicated by a court.

      f.   The child has a moderate to severe medical, physical or psychological condition, diagnosed by a licensed physician, psychologist or licensed mental health professional and the identified condition requires treatment.

5. Permanency Specialist submits Intent to Adopt and Application for Adoption Assistance and all the supporting documentation (such as medical and psychological reports) with recommendation to the Team Leader or designee for approval.
6. If the child is to receive a special or extraordinary rate of Adoption Assistance, Permanency Specialist must provided justification of the rate.
7. If the Family is requesting an Adoption Assistance rate above the regular daily payment amount the Regional Administrator or designee must review the application and documentation for approval of the Special or Extraordinary Board Rate.
8. Regional Administrator or designee approves or denies any Special or Extraordinary Board Rate.
9. Team Leader or designee will determine if the child does not currently meet the criteria but the child is at high risk of developing, in the future, significant medical, psychological, emotional or behavioral issues due to their past if they qualify for Deferred Assistance.
10. Once approval is made for eligibility for Adoption Assistance (Federal or State) or if the child is eligible for Deferred Adoption Assistance the results are sent to DHS to initiate TennCare.
11. Permanency Specialist and Private Provider Representative (if child is placed with a private agency) will determine the eligibility for non-reoccurring expenses prior to the adoptive placement but must make the determination prior to finalization.
12. Team Leader will review and approve any non-reoccurring Adoption Assistance related to the finalization of the adoption.

Outputs/Deliverables:

- Eligibility for Federal or State Adoption Assistance is determined.
- Determination of Eligibility for Special or Extraordinary Rate. (Special or Extraordinary Board Rates Request)
- Eligibility for Deferred Assistance.
- Determination of non-reoccurring Adoption Assistance

Task (ADP-180): Attorney files petition to adopt

Task Owner: Permanency Specialist

Participants: Attorney, Resource Family

Inputs: Family is filing for adoption of child

Performance Metric: Permanency Specialist has responded to the Order of Reference within 60 days.

Performance Steps:

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1. Attorney files petition to adopt
2. Court issues Order of Reference. (If needed)
3. Permanency Specialist responds to Order of Reference within 60 days and prepares and submits Confidential Report to the Court. Including:
   a. Consent
   b. Home Study
   c. Putative Father Registration Search
   d. Final Decree of Guardianship
   e. Court Report Document
   f. Application for new Birth Certificate
   g. Marriage Certificate of Adopting couple
   h. Include consent from child (Age 14 and over)
   i. Guardian Ad Litem may be appointed
4. Family's Attorney sets final Hearing not less than six months from the date of placement.
5. Family Service Worker and Permanency Specialist attend Hearing.
6. Permanency Specialist gets certified order of Adoption Finalization on day of Hearing.
7. Family applies for SSI benefits in their name if the child is eligible.
8. Family applies for child's birth certificate under the child's new identity.
9. Family Celebrate Adoption Finalization.
10. Family Service Worker sends notification to the Juvenile Court informing of Adoption.

Outputs/Deliverables:

- Petition for Adoption
- Order of Reference. (If needed)
- Confidential Report
- Adoption Finalization Hearing
- Notification to the Juvenile Court

Task (ADP-190): Permanency Specialist prepares Adoption Contract, verifies the family has received a new Birth Certificate and physically seals the adoption record after the adoption is finalized

Task Owner: Permanency Specialist

Participants: Permanency Specialist, Family Service Worker

Inputs: Family is proceeding with adoption

Performance Steps:

1. Permanency Specialist gets signed Adoption Assistance Agreement.

2. Permanency Specialist sets up Adoption Assistance Case.
3. Permanency Specialist verifies with the family they have received a new Birth Certificate for the child.
4. Permanency Specialist verifies the family is receiving SSI payment if child is eligible.
5. If the child is eligible for SSI and is not receiving the payment the Permanency Specialist will monitor every 3 months until the family is receiving child's SSI.

Outputs/Deliverables:

- Adoption Assistance Agreement.
- Adoption Assistance Case.
- New Birth Certificate
- SSI Payment if child is eligible
- Monitor every 3 months until the family is receiving SSI payment. (if child is eligible)

Task (ADP-200): Family Service Worker closes the custody record & opens Adoption Assistance IF appropriate.

Task Owner: Family Service Worker, Permanency Specialist

Participants: Family Service Worker, Permanency Specialist

Inputs: Adoption Finalized and Juvenile Court has been notified, Adoption has been finalized and the family has all the necessary documentation.

Performance Metric: Permanency Specialist has scanned remaining documentation and sealed adoption record within 60 days.

Performance Steps:

1. Family Service Worker closed separates child's custody case from families' case and ends the child's involvement.
2. Family Service Worker closes family's case if there is no other children in the home the Department is working with.
3. If the child is receiving Adoption Assistance the Adoption Assistance case will remain open for payments and renewal.
4. Permanency Specialist will scan all remaining documentation and seal the custodial Record within 60 days of adoption finalization.

Outputs/Deliverables:

- Closed Out of Home Service Case.
- Scanned documentation

- Sealed Custodial record

Task (ADP-210): Is Child Receiving Adoption Assistance?

Task Owner: Permanency Specialist

Participants: Permanency Specialist

Inputs: Child qualifies for Adoption Assistance and contract is signed and case is set-up prior to adoption finalization

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Performance Steps:

1. If child is not receiving Adoption Assistance no further work needs to be done unless the child seeks information about Biological Family after they reach the age of majority.
2. If the child is receiving Adoption Assistance the Permanency Specialist maintains Adoption Assistance case and monitors birth date milestones and redeterminations.

Outputs/Deliverables:

- Adoption Assistance case is monitors for milestone events and annual review.

Task (ADP-220): Inform family of community resources

Task Owner: Permanency Specialist, Family Service Worker

Participants: Permanency Specialist, Family Service Worker, Resource Family

Inputs: Resource Family did not qualify for adoption assistance

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Performance Steps:

1. Based on the particular strengths/needs of the family, the Family Service Worker and/or Permanency Specialist informs the family about resources in the community that they can access if needed; in some instances, the Family Service Worker and/or Permanency Specialist may even make a referral to a community resource on the family's behalf.
2. Permanency Specialist refers the family to Adoption Support and Preservation (ASAP).

Outputs/Deliverables:

- Referral to Community Resources
- Referral to Adoption Support and Preservation (ASAP)

Task (ADP-230—Permanency Specialist begins the renewal process (i.e. renewal letter, face to face) 45 days prior to annual renewal or child/youth's 18th birthday

Task Owner: Permanency Specialist

Participants: Permanency Specialist, Family

Inputs: Child is receiving Adoption Assistance

Performance Metric:
- The Permanency Specialist has sent the renewal letter to the family 45 days before the Adoption Assistance contract expires.
- If the Family has not responded the Permanency Specialist has sent a second renewal letter to the family 30 days before the Adoption Assistance on Contract expires.
- If the Family still has not responded the Permanency Specialist has sent a certified letter to the family 15 days before the Adoption Assistance expires.

Performance Steps:

1. If child is receiving any amount of Adoption Assistance the Permanency Specialist sends annual renewal letter to the family 45 days prior to renewal or prior to the child/youth's 18th birthday
2. If the child is 45 days away for their 21st birthday the Permanency Specialist sends out a notice of termination of Adoption Assistance.
3. If the family does not sign the renewal and send it back within 15 days the Permanency Specialist will send a second renewal letter to the family
   a. If the family still does not sign and send the renewal letter prior to the 45th day the Permanency Specialist sends the family a certified renewal letter.
   b. If the Family does not respond the Adoption Assistance payment is changed to 3 cents pending determination if family will appeal.
   c. If the Family did not responded the Permanency Specialist will send the family a letter informing them the Adoption Assistance case is being closed and includes the rights to appeal form.
4. If the family sends the signed renewal letter back to the Permanency Specialist prior to the 45th day the Permanency Specialist will enter the date the renewal was received. Proceed to Task 280.
5. If the child who has been adopted is placed in state custody or in any out of home placement, a determination must be made as to the status of Adoption Assistance payments.
   a. Family Service Worker will determine whether the child is a current recipient of Adoption Assistance.

b. Once a determination is made that the child is receiving Adoption Assistance, the Family Services Worker will notify their Regional Adoption Assistance Designee.

c. If the Adoption Assistance case is maintained in a different region, the Adoption Assistance Designee will notify the Regional Adoption Assistance Designee for that region.

d. Permanency Specialist must determine whether the child continues to be eligible for Adoption Assistance. (Federal guidelines require that an Adoption Assistance payment be terminated when the adoptive parent(s) is no longer legally responsible for the support of the child or the family is no longer supporting the child.)

e. At the point the child enters state custody; Permanency Specialist will reduce the Adoption Assistance rate to three cents ($0.03) per day until such time that the chld is reunited with the adoptive parents..

f. In all cases in which an adoption disruption or dissolution occurs, the Permanency Specialist will terminate the Adoption Assistance effective the date of the disruption/dissolution.

g. Any time the child leaves the home of the family for a period of time exceeding thirty (30) days for residential treatment or visitation, the family must report the child's absence from the home to the Permanency Specialist.

h. The Permanency Specialist must verify that the family continues to be legally responsible for the support of the child and that the family is contributing support. The Family written statement of contributions will be obtained and this statement will be a part of the Adoption Assistance case file.

i. Permanency Specialist makes contact with the family on a quarterly basis to verify continuing support.

j. Any time the child is temporarily absent from the home, the amount and type of support must be documented.

Outputs/Deliverables:

- Renewal Form
- Certified Letter (if necessary)
- Identification (Drivers license, Picture Identification card), mail documenting present address, and child's school confirmation of attendance (Last report card and/or letter from principal or school representative that child does attend the school).
- Revision notice of rate change
- Renewal packet with justification.
- Notice of termination of Adoption Assistance with Right to Appeal. (If youth is turning 18 years of age or family did not return renewal packet)
- Adoption Assistance status and payment modified. (If child is in DCS custody or in Out of Home Placement.)

Task (ADP-240): Permanency Specialist sends renewal form to the Team Leader for approval

Task Owner: Permanency Specialist

Participants: Permanency Specialist, Team Leader,

Inputs: Family has returned signed renewal form

Performance Steps:

1. Permanency Specialist sends the signed renewal form to the Team Leader for approval.
2. Team Leader or designee can approve the renewal and enters the Renewal Date and Approval
3. Permanency Specialist sends the family a letter confirming the approval of continuation and rate of Adoption Assistance or denial of continuation and or rate change of Adoption Assistance with Right of Appeal.
4. If the Team Leader or designee denies the renewal of Subsidized Permanent Guardianship Team Leader or designee enters closure date and notice is sent to the Permanency Specialist.
5. Permanency Specialist sends certified letter to family of closure of Adoption Assistance Case with Right of Appeal.
6. If the family appeals Proceed to Task 250

Outputs/Deliverables:

- Adoption Assistance is approved or denied
- Letter of Approval or denial of continuation of Adoption Assistance or rate change sent to family.
- Right of Appeal if denial of continuation of Adoption Assistance or rate changes.
- Right of Appeal

Task (ADP-250): Does the family appeal the renewal/revision outcome?

Task Owner: Permanency Specialist

Participants: Permanency Specialist, Family

Inputs: Family appeal a decision of the agency for example a rate change or closing Adoption Assistance Case

Performance Steps:

1. If the Family does not appeal a department decision for a rate change, go to Annual Renewal Process Task 230.
2. If the Relative/Kin Family does not appeal a department decision to close the Subsidy case, proceed to Inform family of community resources Task 220.
3. If the Family appeals the case closer the Adoption Assistance case remains open pending the outcome of the appeal and the Adoption Assistance payment is reduced.

4. If the Family appeals, proceed to Administrative Judge Process Task 260.

Outputs/Deliverables:

- Annual renewal process continues (if appropriate)
- Appeals process begins (if appropriate)
- Adoption Assistance Case is closed (if appropriate)
- Adoption Assistance payment is reduced (if appropriate)

Task (ADP-260): Family notifies Administrative Judge they want to appeal (10 business days from the date notice was sent)

Task Owner: Permanency Specialist

Participants: Permanency Specialist, Family Administrative Judge

Inputs: Family files an appeal of department's decision.

Performance Metric: The Family has filed an Appeal within 10 business days from the date notice was sent of closure or change in rate.

Performance Steps:

1. Family completes Right to Appeal form and notifies Permanency Specialist they want to appeal (10 business days from the date notice was sent)
2. Administrative Judge notifies Permanency Specialist of appeal
3. Permanency Specialist completes Appeal Summary
4. Permanency Specialist sends Appeal Summary to Administrative Judge
5. Administrative Judge sets hearing date
6. Hearing is held with the burden of proof on the family. (Permanency Specialist attends)

Outputs/Deliverables:

- Rights to Appeal
- Appeal Summary
- Appeal Hearing

Task (ADP-270): Appeal was successful?

Task Owner: Permanency Specialist

Participants: Permanency Specialist, Family

Inputs: Appeal Hearing is held and decision rendered.

Performance Steps:

1. If the family's appeal to close the Adoption Assistance case was not successful, the decision of the department stands and the Subsidy case will be closed. Inform family of community resources, proceed to Task 220.
2. If the family's appeal of a rate change was not successful the decision of the department stands and the rate remains unchanged. Proceed to Annual renewal process, Task 230.
3. If the family's appeal was successful to have the Adoption Assistance rate modified or the Adoption Assistance case not closed.
   o Permanency Special will follow the orders of the Administrative Judge
   o Proceed to Task 230

Outputs/Deliverables:

- Adoption Assistance case will remain open pending the outcome of the appeal
- Adoption Assistance case closed (if appropriate)
- Family informed of community resources (if appropriate)
- Adoption Assistance amount modified (if appropriate may not be retroactive)

Task (ADP-280): Adoption Assistance Case reinstated or revised.

Task Owner: Permanency Assistance Designee

Participants: Permanency Assistance Designee

Inputs: Families appeal was successful.

Performance Steps:

1. If appeal to close the case was successful, Permanency Specialist will reinstate Adoption Assistance payment at prior rate. The Adoption Assistance may or may not be retroactive depending on the Judge's verdict. Proceed to Task 230
2. If appeal to increase the Adoption Assistance Payment was successful, Permanency Specialist will establish a new Adoption Assistance rate The new rate may or may not be retroactive depending on the Judge's verdict.

Outputs/Deliverables:

- Adoption Assistance payment at the prior rate is reinstated. (If appropriate)
- Adoption Assistance amount is changed. (If appropriate)
- Family signs new Adoption Assistance Agreement for rate change (If appropriate)
- Annual renewal process, proceed to Task 230

State of Tennessee

IT Methodology

Process Owner Sign-Offs

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Elizabeth Black, Executive Director, Office of Permanency   Date

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Julie Flannery, CS Program Director, Foster Care, Adoptions   Date

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